



MCN Executive Board Meeting
Date: March 12, 2025; Time: 6:30 pm
Location: MATES MPR

ATTENDANCE		
Present: President: Caitlin Shrum, Lainie Donnell Programs: Lori Allen Fundraising: Nancy Melgar Communications: Devaki Winick, Veronica Shuler PR/Social Media: Ashley Ramstead Treasurer: Kenton Sowell Financial Secretary: Shannon Savage-Howie Auditor: Justin Flam Secretary: Katie Wade, Lucia Bartlett Parliamentarian: Melanie Herrera Volunteer Coordinator: Tamara Summers, Lyndsay Rosen Technical Advisor: Janey Choplin Teacher Representative: Denise Bain		Absent: Programs: Jennifer Steinert Fundraising: Jessica Ng PR/Social Media: Jennifer Howard Parliamentarian: Arezou Zaidi Executive Director: Kristen Walker Assistant Director: Reneé Dake MATES Board Member: Stacey Foster Alumni Advisor: Nadia Hefni Foster
Agenda Item	Discussion/Recommendations	Status
I. OFFICIAL OPENING OF THE MEETING		
A. Call to order	• At 6:36 PM by Lainie Donnell	
B. Establishment of Quorum	• Yes	
C. Mission Statement	• Read aloud by Denise Bain	
II. APPROVAL OF THE MINUTES		
A. Action Item: Vote to approve the minutes from the February 12, 2025 MCN Executive Board Meeting	• No Discussion	Motion Carried & Approved
III. FINANCIAL		
A. Action Item: Vote to approve February 2025 payments totalling \$6,591	• No Discussion	Motion Carried & Approved
B. Action Item: Vote to approve February 2025 deposits totalling \$1,679	• No Discussion	Motion Carried & Approved



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C. **Action Item:** Vote to release funds for monthly cash gift of \$300 to the school for the month of March 2025.

- No Discussion

Motion Carried
& Approved

IV. REPORT OF OFFICERS

A. President

a. Thank you to Programs for an amazing STEAM Night

b. Discussion about Programs

c. **Action Item:** Vote to amend the special meeting minutes for Humble Boyz Catering in the amount of \$1,540.78

- Every year STEAM Night has grown and now it is an incredible event. There needs to be some discussion prior to next year's STEAM Night - the event should be run by a committee rather than a single chair because it is too large of an event for a single person.
- Per the bylaws, we cannot have 4 people with a single title in voting positions on MCN. Ongoing discussion about the need to divide the labor of Programs and structure it in a different way.
- The idea was brought up to possibly split Programs into 2 2-person teams: one team "during school/on campus" and a separate "after school" programs team.
- The idea of having an advisor role, who is in a non-voting position, is a good idea in theory, but it is still too much for most people to take on.
- The decision about Programs future needs to be made soon and there will need to be a secondary meeting this week in order for Nominating Committee to be able to fill the positions.
- No Discussion

Motion Carried
& Approved



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<p>d. Discuss Mr. LaGuardia's request for a Hazer for Family Dance and other school related uses.</p> <p>e. Action Item: Vote to release funds to the school in the amount of \$1,067.08 for the purchase of Hazer and related equipment.</p>	<ul style="list-style-type: none">• After speaking to Dr. Walker, it was decided to make this item a wish list item.• A Hazer is a fog machine.• No Discussion	Motion Carried & Approved
<p>B. Executive/Assistant Director</p> <p>a. School Updates</p> <p>b. Monthly Breakdown of items purchased with MCN Funds</p>	<ul style="list-style-type: none">• Dr. Walker and Renee Dake are not present as they are attending a Charter School Conference this week.• Thank you for the January Teacher Gift Donation. Money used went towards the following:<ul style="list-style-type: none">○ Bus for 4th Grade field trip: \$2,388.00○ Bus for 2nd Grade field trip: \$1,788.00○ Friday Focus (Art): \$90.30○ Laptops for fourth grade classrooms: \$12,342.41○ 3D Printer Supplies (Friday Focus): \$72.87○ Art Supplies: \$191.69○ 3D Printer Supplies (Friday Focus): \$70.31○ PE & Sportsmanship Award: \$86.89○ Science Stools (4): \$431.49○ Classroom Document Cameras: \$5,841.50○ Total: \$23,303.46	



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	<ul style="list-style-type: none"> • Thank you for the February Teacher Gift Donation. Money used went towards the following: <ul style="list-style-type: none"> ○ Friday Focus (Art): \$8.57 ○ Art Supplies (Classrooms): \$179.73 ○ Friday Focus (Journals): \$150.08 ○ Friday Focus (Art): \$192.68 ○ Total: \$531.06 	
C. MATES Board Member	<ul style="list-style-type: none"> • Stacey Foster is not present as she is attending the Charter School Conference. 	
D. Staff	<ul style="list-style-type: none"> • STEAM Night was amazing, thank you. • Report cards come home Friday. • Open Enrollment has ended. • We are currently in the last Friday Focus Session of the year, looking for volunteers for next year. • We are looking forward to the NED Assembly next week. • Staff is starting to talk about Mrs. Fiss' retirement plans. 	
E. Treasurer	<ul style="list-style-type: none"> • No Discussion 	
F. Financial Secretary	<ul style="list-style-type: none"> • No Discussion 	
G. Auditor <ul style="list-style-type: none"> a. Presentation of final audit report for PE 12/32/2024 	<ul style="list-style-type: none"> • Everything is complete, all the check deposits, including through Tithely, were all in line. • APEX was not audited as we are not able to audit their system. • October minutes need to be amended because the deposits were not reported accurately. • The micro-audit was completed for the month of January after Robert Wain-Ku left, and all is clear. 	
H. Communications		



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<p>a. Climate Survey Update</p>	<ul style="list-style-type: none"> We are starting the climate survey and it will be up and running by the end of March and will run through April in order to have results back in May. We will move the MCN bulletin board outside (as long as the lost & found is not going to block it) because no one walks through the MPR during drop off/pick up. This will allow information to be more readily available to the community. 	
<p>I. Parliamentary</p> <p>a. Update on the nominating committee progress for empty board positions for the 2025-2026 school year</p>	<ul style="list-style-type: none"> We are still struggling to fill 3 positions: Programs, 1 Co-communications, and 1 Secretary. 	
<p>J. Programs</p> <p>a. Wrap up of STEAM Night</p> <p>b. Family Dance Update</p> <p>c. Women in History update</p> <p>d. Staff appreciation week update</p>	<ul style="list-style-type: none"> 146 MATES kids checked in, although we missed many We had 40 projects, 5 were tech projects Lyndsay is doing an amazing job getting ready for the dance We are still struggling with volunteer sign-ups (although we have had many more volunteer sign-ups this year for all programs than in years past) Molly Salmon is taking on a huge amount of the work and it is going really well. We are working on the theme. We will assign grade levels to take on certain tasks through the week. Volunteer coordinators will pass info on to the room parents to coordinate. Mrs. Bain added that lunch is better to focus on versus breakfast items. 	



<p>e. Culmination update</p>	<p>The 2000 La Granada Dr. Thousand Oaks, CA 91362</p> <p>coffee cart was also really appreciated in the morning</p> <ul style="list-style-type: none"> • Fifth grade would like to have a school gift. Discussion had about where funds would come from for a class gift. Discussion continued that there will not be a budget coming from MCN for a class gift from the graduating 5th grade class. This discussion should be had again with Dr. Walker and the MATES Alumni Advisor). • 5th Graders should be included in the Senior Walk and should walk in front of returning alumni to get a "clap out" from the school. 	
<p>K. Fundraising</p> <p>a. Restaurant night 3/25 at the Kabob Shop</p> <p>b. Silent Auction updates</p> <p>c. Gala theme voting begins</p> <p>d. School Cents update</p> <p>e. Restaurant Night at The Stand in February raised a total of \$311.00</p>	<ul style="list-style-type: none"> • We will get 50% back for this restaurant fundraiser. • We have started asking for donations. • MCN please gather donations • The school parents will be voting for the theme which will come out in Parent Square. • The School Cents program is almost complete for the year. The program has not been a huge success, but should generate about \$500 for the school • No Discussion 	



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L. Volunteer Coordinator	<ul style="list-style-type: none">No Discussion	
M. PR/Social Media	<ul style="list-style-type: none">We are working on gathering new contentWe are planning to do a special video for the culmination this year.	
N. Technical Advisor	<ul style="list-style-type: none">We made an alumni page for our website including the Senior Walk, volunteer opportunities, and other pertinent information.	
O. Alumni Advisor	<ul style="list-style-type: none">No Discussion	
V. NEW BUSINESS		
A. Action Item: Vote to amend the agenda to approve the audit period starting 7/1/2024 and ending 12/31/2024.	<ul style="list-style-type: none">No Discussion	Motion Carried & Approved
B. Action Item: Vote to approve the final audit report from 7/1/2024 to 12/31/2024.	<ul style="list-style-type: none">No Discussion	Motion Carried & Approved
VI. ONGOING BUSINESS		
VII. ADJOURNMENT		
Meeting Adjourned	<ul style="list-style-type: none">7:35 pm	
Minutes Compiled by	<ul style="list-style-type: none">Katie Wade	